

	INVESTIGATION MANAGEMENT	Operations Order 8.2.00
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1. **GENERAL INFORMATION**

- A. This order is applicable to all divisions, bureaus, and precincts that have assigned investigative responsibility for criminal offenses.
- B. Investigations requiring specialized skills, knowledge, and abilities will be assigned to personnel having the necessary experience and background to investigate/resolve the case.
- C. This order does not invalidate any procedures contained in bureau manuals as long as the procedures do not conflict with this order.
- D. Deviations from these policies will require the written approval of the unit supervisor.

2. **INCIDENT REPORT (IR) CONTROL**

- A. When the records management system (RMS) is unavailable, the Computer Aided Dispatch (CAD) issued number will be used as the Incident Report (IR) number.
- B. When CAD and the Field Based Reporting (FBR) are unavailable for four hours or longer, IR numbers will be obtained and controlled by the Data Integrity Unit (DIU).
- C. **Bureau/Detail IR Control**
 - (1) All IRs will be automatically imported into the RMS and generate Workflow notifications to designated workflow groups based on the "Primary Offense" selected in the FBR.
 - (2) Incoming IRs will be assigned to investigators or non-sworn personnel as dictated by bureau policy.
 - The primary investigator's information **will be** included in the RMS Incident module, under the "Details" tab, "Current Assignment Officer" and "Date Assigned" data fields.
 - (3) Each unit will maintain the automated RMS record by using all appropriate RMS Incident and/or Case Management module functions.
 - (a) If deemed necessary by a unit lieutenant, an additional manual or automated process may be used if the maintenance of such processes will expedite or simplify additional detail reporting requirements or information retrieval.
 - (b) Additional processes or process information will not duplicate RMS maintained information or generated reports.
 - (4) **Duplicate Reports** - Any duplicated report will be closed as "Unfounded" and an Incident Supplement will be completed as outlined in section 8 of this order.
 - Supervisors will review the "Unfounded" report to ensure it is a duplicate and determine if the original report should also be supplemented.
 - (1) Supervisors will also include an entry in the Case Management module, under the "Reviews" tab, documenting their review and determination associated with any applicable IR.

NOTE: The "Investigation Status" should be set to *Inactive* for each Case Management record linked to an IR that is determined to be a duplication of another IR.

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2. D. Firearm Offenses and Victims Wounded by Gunfire

(1) For the Department to appropriately track and evaluate instances of firearm violence, it is necessary to add administrative steps at the Investigative Support Detail (ISD) and Case Agent level to overcome deficiencies inherent in RMS. Absent these additional steps, the Department is unable to comply with reporting requirements.

(a) It will be the responsibility of the individual investigative units to decide whom within their respective details will be responsible for fulfilling these requirements.

(b) These requirements will be completed, and not to be deviated from.

(2) This section applies to all IRs with an associated offense that either has firearm involvement or the potential of firearm involvement.

EXAMPLE: Aggravated Assault is an ARS code with the potential of firearm involvement, should a firearm be used in the commission of the offense. Trespassing, absent any additional ARS offenses included within the IR, does not have the potential for firearm involvement.

(3) **Incident Module procedures in RMS:**

(a) In instances where a named subject (victim/suspect/etc) is wounded by gunfire, regardless of whether it was self-inflicted or caused by a third party, the "Wounded by Gunfire" check box in the Names tab will be selected.

- Each subject wounded by gunfire will have the box checked next to their name.
- If the injury occurs as a result of environmental objects, i.e. glass shattering due to a gunshot, the wounded by gunfire box will NOT be checked.
- Severity of injury, i.e. graze versus critical injury, is not a determining factor in deciding whether the Wounded by Gunfire box is checked.
- The only relevant factor is whether the subject's injury/s are directly caused by a bullet coming into contact with them or not.

(4) **Case Management Module procedures in RMS:**

(a) In instances where a firearm is documented as being present during an incident, the three highlighted firearms questions in the Solvability tab of the Case Management module will be answered.

(b) A **Y** (yes) or **N** (no) is required for all questions and no answers will be left blank.

(c) Required Questions and Guidance:

- (i) Gun was present – refers to whether any firearm was present at the time of the offense, and would result in a **Y**.

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2. D. (4) (c) (ii) Gun used as a means of committing offense – refers to whether the documented firearm was used to commit the offense.

EXAMPLE: A suspect is observed punching a victim with a closed fist while wearing a holstered firearm on his hip. The firearm is not a means of the misdemeanor offense of assault, therefore the answer is **N**.

EXAMPLE: A suspect is observed pointing a firearm at the victim during an armed robbery. The firearm is a means of the felony offense of armed robbery, therefore the answer is **Y**.

- (iii) Did bullet pierce skin – refers to whether a subject was injured, regardless of severity, by a firearm projectile coming into contact with any part of their body.

- As in D.3.(a) of this order, environmental or other injuries not caused by a firearm projectile will not apply.

- (5) CARU will routinely generate and distribute a GAP report to investigative details identifying incidents in need of correction.

3. **INCIDENT REPORT (IR) STATUS AND DISPOSTION CODES**

A. IR Status Codes within the RMS Incident Module

TYPE	SYMBOL	DESCRIPTION
(a) Open	OP	An active investigation which has a degree of solvability
(b) Open - Lab Complete	OLC	- Indicates a previously classified PL case has had all submitted lab requests completed. * A reassessment is now needed by the case agent for a new status designation.
(c) Closed	CD	- There is no current information for additional investigative follow-up and all investigative follow up has been completed but probable cause could not be established. - The victim either refused to cooperate in the investigation or declined to prosecute. - The investigation has concluded and was cleared by an arrest, exception, or unfounded (as defined in section 8.C of this order)
(d) Pend	PD	(1) All investigative follow-up has been completed but probable cause has not been or could not be established until further information is received or located (persons for interviews, Digital Forensics Investigative Unit (DFIU) results, Silent Witness, etc.) NOTE: Once the time limitation (if applicable) has expired for an offense as outlined in ARS 13-107 -Time Limitations, this status should be changed to closed.
(e) Pend Lab	PL	(2) All investigative follow-up has been completed and the investigation is awaiting the results of the requested laboratory analysis
(f) Pend OME	PO	(3) All investigative follow-up has been completed and the investigation is awaiting the results from the medical examiner's office for the death examination report
(g) Submitted to Prosecuting Authority	SA	(4) Submitted to any prosecuting authority and the prosecuting authority has not made a charging determination
(h) Further	FU	(5) The investigation has been returned by the prosecuting authority to the case agent for additional information or classification
(i) Turndown	TD	(6) The prosecuting authority has decided to not file charges on the case

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3. B. The status of an IR will be kept current by either completing an Incident Supplement or the primary case agent updating the "Status" code field in the RMS Incident module.

EXCEPTION: Once an IR has been assigned to an investigator, an Incident Supplement will be completed to change the following "Status" codes:

FROM	TO
(1) "Open" (OP)	(1) "Closed" (CD) (2) "Pend" (PD) (3) "Pend Lab" (PL) (4) "Submitted to Prosecuting Authority" (SA)
(2) "Open - Lab Complete" (OLC)	(5) "Closed" (CD) (6) "Pend" (PD) (7) "Pend Lab" (PL) (with new submittals) (8) "Submitted to Prosecuting Authority" (SA)
(3) "Pend" (PD)	(9) "Open" (OP) (10) "Closed" (CD) (11) "Submitted to Prosecuting Authority" (SA)
(4) "Pend Lab" (PL)	(12) "Open" (OP) (13) "Closed" (CD) (14) "Pend" (PD) (15) "Submitted to Prosecuting Authority" (SA)

EXCEPTION: Once an IR has been assigned to an investigator, an Incident Supplement will be completed to change the following "Status" codes: (Continued)

FROM	TO
(5) "Pend-OME" (PO)	(16) "Open" (OP) (17) "Closed" (CD) (18) "Pend" (PD) (19) "Submitted to Prosecuting Authority" (SA)

C. IR Records Disposition Codes within the RMS Incident Module

• Assigned-Case Agent	• The IR has been reviewed and assigned to a single investigator.
• Assigned-Multiple Case Agents	• The IR has been reviewed and requires multiple Case Management records to be created and assigned to multiple investigators to assist in the completion of the investigation. * Established business rules will determine primary officer assignment and/or when the creation of multiple Case Management records is necessary. * The primary investigator's information will be listed in accordance with section 2.D.(2) of this order.
• Aviation Review Completed	• The IR has a federal aviation offense listed and has been reviewed by the Airport Bureau.
• TLO Review Completed	• The IR has a federal aviation offense listed and has been reviewed by an Airport Bureau Terrorism Liaison officer (TLO).
• Reviewed-Limited Info for Prosecution	• The IR has been reviewed and there is no information to allow investigative follow-up.
• Re-Reviewed-Limited Info for Prosecution	• Then IR has been reviewed again based on new information where the new information still provides no investigative follow-up.
• Re-Reviewed-Assigned to Case Agent	• Then IR has been reviewed again based on new information where the new information requires investigative follow-up.
• Statute of Limitations Reached	• The IR has reached the statute of limitations, as defined in ARS 13-107B , and probable cause was not able to be established to allow submittal for prosecution.
• SWC	• The IR was submitted for prosecution and a summons, warrant, or complaint was issued.

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3. D. Status and Records Disposition Assignment

- Personnel responsible for reviewing new incoming reports will read the reports and assign the appropriate “Status” and “Records Disposition” codes according to sections 3.A and 3.C of this order.

4. **CASE MANAGEMENT RECORD STATUS**

A. Investigation Status Codes within the Case Management Module

* Active	• A Case Management record with linked IRs that has not been assigned a “Closed” status • A non-criminal matter requiring ongoing documentation
* Inactive	• A Case Management record with linked IRs that has been assigned a “Closed” status • A non-criminal matter that no longer requires documentation
NOTE: These “Investigation Status” codes in the Case Management record are <u>not used</u> to determine the status of an investigation (the IR statuses alone determine the investigation status).	

5. **INVESTIGATION FILE MAINTENANCE**

A. An active file will be maintained for each investigation by the assigned investigator until such time as the investigation has been assigned a “Closed” status as listed in section 3.A of this order.

B. Types of Records to be Maintained Include:

- (1) A copy of the IR and all related Incident Supplements
- (2) Any notes kept by the investigator until they are incorporated into an Incident Supplement
 - (a) Such notes may include records of statements, results of examinations of physical evidence, and any other reports or records needed for investigative purposes.
 - (b) Investigative notes must be incorporated in an IR/Incident Supplement, and the IR/Incident Supplement completed **and** submitted for supervisor review, within 20 days (see [Operations Order 5.7.00, Reports](#), for more information).
 - Any additional information will be incorporated in a new Incident Supplement.

C. Accessibility to the Files

- (1) Access to such investigation files will be routinely limited to the investigators directly involved in the investigation and their supervisors.
- (2) This restriction is not intended to limit the free exchange of investigative information among officers with the need to know.
- (3) Employees **will not** use another employee’s password in the FBR, RMS, or other systems to write an original IR or Incident Supplemental, change Status/Records Disposition codes, or update a Case Management record.

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5. D. Purging Files

- (1) When an investigation has been assigned a “Closed” status as listed in section 3.A of this order, all relevant investigative information has been properly supplemented or updated, and all pertinent documents have been scanned and inserted into the RMS Incident module using the “Doc” viewer, any other documents or digital files should normally be destroyed by shredding or deleting.
 - This is not intended to preclude retention of bureau files at the direction of the bureau commander.
- (2) Audio-recorded interviews of suspects, witnesses, or victims **will not** be destroyed; they will be impounded even if they have been transcribed (see [Operations Order 5.8.05, Photographs and Audio/Video Procedures.](#))

E. Reassignment of IRs/Evidence

- Reassignment of individual IRs to another unit will require the unit supervisor’s approval.
 - Supervisors must review a copy of the report prior to the reassignment, notify the gaining unit’s supervisor, and update the Case Management record regarding the reassignment and notification under the “Reviews” tab.
- (2) Upon transferring out of a unit, an investigator’s IR assignments will remain with the unit he/she is leaving. Exceptions will require the approval of the gaining unit lieutenant.
- (3) Evidence **will not** be linked to any other IRs without first receiving approval from the supervisor of the initially assigned investigative detail.
 - Employees must indicate the reason for creating the link by updating the Case Management record under the “Reviews” tab.
 - The supervisor must also update the Case Management record reference the approval of the creation of the link under the “Reviews” tab.

6. **INVESTIGATIVE FOLLOW-UP**

- A. The assigned investigator will ensure the “Offense Code/s” for each IR/Incident Supplement reflects, as closely as possible, the actual incident under investigation.
- B. All attempts made to identify suspect/s, witnesses, and/or investigative leads, or for other follow-up, will be documented in the Case Management record and/or an IR or Incident Supplement.
- C. For incidents with multiple offenses, the primary investigative group may request secondary investigative group/s to investigate offenses requiring specialized skills, knowledge, and abilities.
 - (1) Each investigative group will create and link Case Management records for the purpose of tracking and documentation.
- D. Priorities - The volume of IRs processed by investigative units necessitates the establishment of investigative priorities.

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6. D. (1) These priorities are a general guideline and are not intended to restrict the investigator's sound judgment in the handling of all IRs.

(7) PRIORITY 1 Suspect in Jail	- When a suspect has been booked, the IR will be handled as a top priority. - The initial investigator or patrol officer will ensure the investigation and documentation are sufficient for a criminal complaint. - The Court Liaison Detail will present all available reports to the City or County Prosecutor. - If the IR is insufficient for a criminal complaint to be filed, the Court Liaison will notify the appropriate unit supervisor.
(8) PRIORITY 2 Missing Person (Involuntary/Endangered) Known Suspects (Serial/Violent)	Missing persons classified in an involuntary and/or endangered status will be treated as a Priority 2 unless circumstances warrant a Priority 1 status.
(9) PRIORITY 3 Suspect Known	The suspect has been identified, but the IR requires more work.
(10) PRIORITY 4 County Attorney or Other Agency Furthers	IRs which have been returned by the County Attorney, City Prosecutor, or other agency requiring additional follow-up.
(11) PRIORITY 5 No Suspects/Workable Leads	IRs which do not have known suspects, but there are promising investigative leads.
(12) PRIORITY 6 Non-Crime Reports	- An "Offense Code" of <i>FI-Field Interview</i> will be used to document incidents that are informational only (no crime committed). - This type of report may become reclassified as a criminal matter.

E. Time Limits

- (1) The nature of the offense and circumstances will be considered; follow-up will be initiated as promptly as investigative load or detail permits.
- (2) All Priority 1 and Priority 2 IRs will have follow-up initiated within five working days and documented in an Incident Supplement within 20 days of the actual follow-up (see section 5.B.(2)(b) of this order for more information).
- (3) Priority 3 through Priority 5 IRs will have follow-up initiated within 10 working days after receipt and will normally be supplemented within 30 calendar days after receipt by the investigator.
- (4) Inability to meet time limits will be explained to a supervisor, who will ensure proper handling of the investigation.

F. Solvability Potential

- (1) Investigators will be responsible for screening assigned IRs for solvability potential.
- (2) The Solvability Matrix in the Case Management module may be utilized to screen out unworkable incidents at the ISD level with Division Chief approval (see 6.F.(4) of this order for further).

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6. F. (3) The following factors should be taken into consideration during IR screening and determination of an investigation's status:

- Suspects known, arrested, or cited in lieu of detention (CLD)
- Identifiable suspect vehicle and/or license plate number
- Identifiable suspect description
- Identifying physical evidence such as, but not limited to, latent, DNA, video, or handwriting evidence
- Criminal history of suspect indicates repeat offenses
- Listed/known investigative leads
- When personal injury or threat of personal injury has occurred, or the monetary value is high (approximately \$25,000)
- Multiple occurrences with the same victim, or other victim information indicating follow-up would be advantageous
- When any combination of factors, to include documented experiences or research conducted by this Department or any other law enforcement agency, would lend themselves to solving the case or recovering the property
- When the seriousness or public sensitivity of a case would warrant immediate follow-up

(4) Solvability Matrix

(a) The Solvability tab in the Case Management module of RMS is a tool in which an individual incident can be objectively analyzed for solvability factors to determine whether, without additional information, the incident requires detective review and documentation.

- (i) Use of the Solvability tab requires the permission of the Division Chief.
- (ii) The Records Disposition code of RL – Reviewed-Limited info for prosecution, within the Incident module, will be utilized to document that an investigation will not be reviewed at this time by an investigator as explained below.
- (iii) Incidents that in the best interest of the Department necessitate a detective review, regardless of solvability score, will be assigned and documented in accordance with the rest of this order.

(b) Solvability Score

- (i) Based on objective facts contained within an Investigative Report (IR), the pertinent questions will be answered within the Solvability tab and a score will be generated.
 - * A score of ten or above will be assigned to an investigator and investigated in accordance with this order.
 - * A score of nine or below will be assigned to an investigator or case manager, but no additional work will be required unless additional information comes in at a later date.
 - * Incident types identified by the individual workgroups as Review Regardless will be investigated in accordance with this order regardless of Solvability score.

(c) Solvability Questions

- (i) All pertinent questions must be answered in order to get an accurate score.
- (ii) You are not required to have an entry into non-applicable questions as the default value is zero.
- (iii) The answers to the questions are in Y/N format, the numerical value of the question based on the Y answer are explained below.

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6. F. (4) (c) (iv) The scoring for each question is set within RMS and uniform to all Bureaus.

NOTE: The scoring values cannot be changed to meet individual Unit's needs.

- (v) If the circumstances are unique enough to cause doubt as to whether the questions apply, the default decision should be to assign the incident to an investigator for follow-up.
- (vi) The questions and their descriptor are as follows:

Question	Value	Additional Information
Review Regardless	N/A	Based on the specific investigative needs of a Unit, this incident has been determined to need investigative follow-up regardless of potential score
< 1hr between occurred and reported time	2	The question takes into account investigative loss due to delayed reporting
> 1hr between occurred and reported time	1	The question takes into account investigative loss due to delayed reporting
DNA Collected	2	This only applies to impounded DNA swabs and not the potential of DNA evidence present at an incident
Audio/Video Identified or Collected	2	The potential for audio/video evidence is not relevant and only applies to collected items, or articulated identified cameras
Latent Prints Lifted	1	N/A
Property Crime	N/A	If there is a violent crime associated with the offense, even if the property crime is the primary offense, the answer to this question is "No"
Non-property Misdemeanor	2	All offenses must be considered if there are multiple crimes articulated within an individual incident
Non-property Felony	4	All offenses must be considered if there are multiple crimes articulated within an individual incident
Suspect Description Only	1	General suspect description only, i.e. "White Male"
Suspect Partially Known	5	More specific information that can likely lead to an identified suspect, i.e. "white male suspect named Johnny who lives in the corner house"
Suspect is Identified	9	N/A
Investigative Lead Identified	4	N/A
Suspect Vehicle Description Only	1	N/A
Suspect Vehicle Identified	9	An identified vehicle contains information unique to the vehicle such as a license plate number (a make/model with an aftermarket paint scheme or decals is not considered identified).
Identified Witness Listed	2	N/A
Tracible Property	3	This includes known serial numbers, license plates, and other traceable marks unique to the listed item type
Property Value Under \$200	1	N/A
Property Value \$200-\$999.99	2	N/A
Property Value \$1000-\$4999.99	3	N/A
Property Value Over \$4999.99	4	N/A

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6. F. (4) (d) Process and Documentation based on default score of 10 or above:

(i) Persons responsible for ISD function will review IR, create CM, score IR in Solvability, and assign IR to an investigator in Incident and CM.

- If the case scores a 9 or below:

- * The incident will be set to Inactive (I) in CM
- * The Records Disposition field in the Incident Module will be set to RL and the date entered.
- * The Status field in the Incident Module will be set to Closed (CD) and the date entered.
- * The Workflow will then be closed and not sent to the assigned investigator.

- If the case scores a 10 or above:

- * The incident will be assigned as set forth in this order.

(ii) As set by the Bureau Commander, supervisors will be required to review a set number of RL cases monthly to ensure appropriate use and compliance.

(iii) Reviews will be documented in the Reviews tab of CM.

(e) Changing an IR from an RL status to an Open status:

(i) Should information be discovered that now allows an IR to be worked, the Records Disposition code will be changed to AC – Assigned-Case Agent and date updated.

(ii) The Status will be set to OP – Open and the date updated

(iii) The CM status will be set to A – Active.

(iv) If necessary, the Begin Auto incident Workflow message will be reopened and sent to the assigned case agent.

NOTE: This is not required, and only needed for messaging purposes based on Unit needs.

(v) The investigative workflow now requires timelines starting at when the IR was set to Open.

7. **SUBMISSION FOR COMPLAINT**

A. All cleared IRs will be properly prepared, including the necessary elements of the offense, arrest/booking/Arizona Traffic and Ticket Complaint (ATTC) numbers, and any other criteria set by the filing bureau, city, or county.

B. In juvenile cases, ensure only one charging document [the Juvenile Arrest/Referral Worksheet or the ATTC (if applicable)] is submitted to the Juvenile Court Center (JCC) (see [Operations Order 7.8.00, Juvenile procedures](#)).

C. **“Turndowns”** - The City Prosecutor’s Office and the Maricopa County Attorney’s Office will submit “Turndowns” electronically through the RMS Arrest module.

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7. C. (1) The following information will be updated in the Arrest module when a “Turndown” is sent electronically:

- Date “Turndown” was issued
- Reviewing attorney
- Brief comments/summary of reason for turndown or Law Enforcement & Justice Information Systems (LEJIS) code

NOTE: For “Turndowns” not submitted electronically by other prosecuting authorities, the Court Liaison Detail will update the required fields in RMS and initiate a Workflow to the assigned investigator’s supervisor.

- (2) The assigned investigator’s designated supervisor will be responsible for reviewing all “Turndowns” from prosecutors.
- (3) The assigned investigator’s designated supervisor will initiate a Workflow to the investigator regarding the “Turndown.”
- (4) If the supervisor and investigator agree there is good cause for the “Turndown”, the investigator will update the IR “Status” and “Status Date” in the Incident module to reflect the “Turndown”.
- (5) If the supervisor chooses to appeal the “Turndown”, the supervisor may direct the investigator to contact the reviewing attorney to discuss the reason for the “Turndown”, and attempt to resolve any misunderstanding about the investigation.
- Any additional appeals on an IR turned down by the Maricopa County Attorney's Office will be handled by the unit supervisor.
 - * The unit supervisor will forward the appeals to the group supervisor at the Maricopa County Attorney's Office.
- (6) Any additional information will be supplied by completing an Incident Supplement.

NOTE: Investigators **will not** respond to “Turndowns” by writing on any forms provided by the prosecuting authority.

- (7) When an IR has been turned down but is going to be resubmitted, the “Turndown”, pertinent IRs, Incident Supplements, and any Booking forms will be reviewed by the unit supervisor prior to submitting to the Court Liaison Detail for re-filing.
- (8) All IRs where the investigator was responsible for requesting charges and the prosecutor declines to prosecute, or causes to be dismissed, will be reviewed by the unit lieutenant or designated supervisor.
- (9) Unit lieutenants will initiate appropriate corrective action or training to be conducted, when IRs are turned down due to alleged mishandling by the Department, for example:
- Conducting an unlawful search
 - Unlawfully arresting a person
 - Failing to properly administer Miranda Rights
 - Failing to conduct a complete investigation

- D. “Furtherers” - The City Prosecutor’s Office and the Maricopa County Attorney’s Office will submit “Furtherers” electronically through the RMS Arrest module.

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7. D. (1) The following information will be updated in the Arrest module when a “Further” is sent electronically:

- Date the “Further” was issued
- Information requested
- Name of the reviewing attorney

NOTE: For “Furthers” not submitted electronically by other prosecuting authorities, the Court Liaison Detail will update the required fields in RMS and initiate a Workflow to the assigned investigator’s supervisor.

- (2) The assigned investigator’s designated supervisor will review all “Furthers” from prosecutors where the investigator was responsible for requesting charges.
- (3) The assigned investigator’s designated supervisor will initiate a Workflow to the investigator regarding the “Further.”
- (4) The investigator will provide the necessary information by completing an Incident Supplement and submitting the Incident Supplement for supervisor review and approval.
- Investigators will answer the attorney’s questions as though the information requested was part of the original information supplied.
 - The investigator will not refer to the fact that the attorney has requested further information, nor will the investigator refer to questions to be answered by the numbers assigned by the attorney
 - When applicable, the Incident supplement will indicate why the requested information is not able to be provided.

NOTE: Investigators **will not** respond to “Furthers” by writing on any forms provided by the prosecuting authority.

- (5) Some “Furthers” can only be answered by the initial reporting officer/s.
- In these incidents, the “Further” will be routed to either the reporting officer/s or their supervisor for the appropriate response.
- (6) If an Incident Supplement has not been submitted within 30 days of receipt of the “Further”, the investigator will notify the unit supervisor with an explanation.
- (7) Once the Incident Supplement is approved by a supervisor, the investigator will generate a Workflow to the Court Liaison Detail indicating the “Further” is ready for re-submittal to the prosecuting authority.

8. **CLEARANCE PROCEDURES**

- A. Clearance information will be updated by completing an Incident Supplement ensuring the appropriate “Clearance Disposition” and “Cleared by Exception” are selected from the drop-down boxes in the Incident Heading section.

NOTE: The “Investigation Status” of the Case Management record linked to the IR should be set to *Inactive*.

- B. Investigator’s developing information that would normally clear an IR which is assigned to another unit will make contact with the assigned investigator and/or complete an Incident Supplement with the details.
- Upon receiving the Incident Supplement or information, the assigned investigator will initiate a closing supplement or if required, initiate a Workflow to the Court Liaison Detail for submittal for prosecution.

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8. C. Disposition Codes and Rules for the Clearance of an Offense:

* Cleared by Arrest (CBA)	- An offense is "CBA" (or solved for crime reporting purposes) when at least one person is arrested or a complaint, warrant, or summons is issued. - Arrested, for crime reporting purposes, means booking a defendant into jail, issuing a defendant a criminal ATTC (by the police or City Prosecutor), or referring a juvenile to JCC with a Juvenile Arrest/Referral Worksheet form.
* Cleared by Exception	An offense is "Cleared by Exception" when the following four questions can be answered "yes", and is approved by a supervisor: - Has the investigation definitely established the identity of the offender? - Is there enough information to support an arrest, charge, and turn over to the court for prosecution? - Is the exact location of the offender known so the subject could be taken into custody now?
• Cleared by Exception (Continued)	- Is there some reason, outside of police control, that stops you from arresting, charging, and prosecuting the offender? "Turndowns" from the appropriate prosecuting authority may justify a "Cleared by Exception" Disposition. NOTE: Supervisor approval is necessary to "Clear by Exception" a "Turndown".
• Unfounded	- When the Department's subsequent investigation shows the complaint brought by a citizen was FALSE or BASELESS, the offense may be "Unfounded". - The Incident Supplement to "Unfound" the report should clearly state the reason/s for reclassification, and should disprove the crime occurred. - An offense cannot be "Unfounded" because the complainant will not prosecute.

D. Once a Disposition code of "Cleared by Exception" or "Unfounded" has been assigned to an IR, the assigned investigator will release all impounded items unless needed for prosecution in other investigations, sentencing presentations, or other legal purposes.

- Exceptions must be approved by the unit lieutenant and noted in the Case Management record under the "Reviews" tab.

9. **INVESTIGATION MANAGEMENT/QUALITY CONTROL AND IR/INCIDENT SUPPLEMENT REVIEWS**

A. Supervisory Review - Supervisors will review all IRs/Incident Supplements and periodically review Case Management records.

- The required criteria to be reviewed will be determined by the unit lieutenant with approval from the bureau commander.
 - The following criteria should be considered for review: disposition code, a request for prosecution, IR complexity, type of offense, investigator experience, and training procedures.
- Supervisors will periodically review investigators' open IRs to ensure investigative procedures are being followed.
- The unit supervisor will ensure all final disposition Incident Supplements completed by the investigator meet existing criteria and properly reflect the facts of the investigation.
- Supervisors will be responsible for ensuring investigators authorize release of impounded items within 30 days of IRS being assigned a final disposition when no legal or Department purpose is served by retention.

9. A. (5) Investigation Management/Quality Control reviews completed by supervisors and documented on the Detectives Supervisor's Monthly Inspection Report Form 80-38.1D, shall include, but are not limited to:

• IR Status • Offense Code • Case priority • Victim, suspect, witness, investigative lead information • Interviews • Review of previous IRs involving suspect and/or victim • Stolen property reviewed • Evidence collected • Evidence processed • Lab request submitted	• Scene/injuries description • IR eligible for submission • IR submitted for prosecution • Investigative techniques • Overall report quality • Adherence to clearance standards • IR Disposition • Impounded items eligible for release • Individual and unit overall productivity • IRs with outstanding "Furthers" in excess of 30 days • Timeliness of submitted/ approved reports
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B. Investigator Review

- (1) When able, investigators will periodically review IRs which have been assigned a "Pend" status, to determine if additional investigation is necessary based on recent activity or if it should be changed to "Closed" ([ARS 13-107-Time Limitations](#), will be considered).
 - A notation of the review will be completed in the Case Management record "Reviews" tab.
- (2) If a request for contact/information from a victim is not received after a reasonable amount of time, the "Pended-Victim Cont/Info" Status code should be changed to "Closed-Leads Exhausted."

Last Organizational Review: